

## Resource List for Employee Relations Matters<sup>1</sup>

Resources in this area are for the courts. This first listing applies to the Judiciary.

### **Performance Issues**

<u>Resources</u>	<u>Source</u>
“Managing Employee Relations” Course	FJC
FJC website:	J-Net
“Supervising in the Courts: Tips for Success” March 2001 Update	

### **Adverse Actions**

<u>Article by David Adair</u>	<u>J-Net - Court Operations, Office of</u>
<u>“Due Process Rights of US Probation &amp; Pretrial Services Office Staff”</u>	<u>Probation &amp; Pretrial Services</u> <u>OGC Opinons - Personnel</u>

### **FMLA**

<u>The Guide to Judiciary Policies and Procedures, Chapter X, Subchapter 1630, Subchapter 1630.1, Section R, Family and Medical Leave (FMLA)</u>	J-net - Human Resources, HR Professional
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### **Leave**

Workbook: <u>Understanding Federal Leave Systems</u>	OPM
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### **Miscellaneous**

“Maintaining the Public Trust Ethics for Federal Judicial Law Clerks” FJC 2002 Helpful with questions regarding outside	J-Net - FJC
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<sup>1</sup> Compiled by Pat Tuccio, AO Team Leader, November 2002. This list is not meant to be all inclusive, nor to be used as a guide in all employee relations matters.

employment; outside activities, ,etc.

**The following listing must be used with care as these resources are aimed at AO employees or at executive branch employees, not employees of the judiciary. Reference will be made to rights which do not necessarily apply to court employees. They are provided as background information only.**

### **Performance Issues**

“Performance Management Overview” website

Office of Personnel Management,  
[www.opm.gov/perform/index.asp](http://www.opm.gov/perform/index.asp)

“Resource Center for Addressing and  
Resolving Poor Performance”

[www.opm.gov/er/poor/index.asp](http://www.opm.gov/er/poor/index.asp)

Website

U.S. Department of Agriculture Graduate  
School  
[www.grad.usda.gov](http://www.grad.usda.gov)

(a variety of courses are available, such as:

“Managing Employee Performance”

“Improving Employee Performance”

“Performance Feedback”

“Supervision and Group Performance” - again,  
these apply to executive branch employees and are  
supplied as references only)

### **Progressive Discipline**

“Suggested Table of Actions for Correcting  
Employee Misconduct”

AO Personnel

(For general guidance only - not binding on  
court personnel)

### **FMLA**

5 CFR 630.1201 Family & Medical Leave

[www.opm.gov/oca/leave/HTML/fmlaregs.htm](http://www.opm.gov/oca/leave/HTML/fmlaregs.htm)

